

Very successful construction company specialising in fit-out and refurbishment is looking for a creative and enthusiastic **Marketing and Communication Executive** to join their team. The Communication and Marketing Executive will support and deliver communication, marketing and PR activity in a fast pace environment.

ROLE:

- Assisting in the design and update of marketing communication materials (brochures, invitations, etc.)
- Assisting in the design and produce the internal and external newsletter
- Design and produce and publish social media content and updates
- Assisting with the development of content for marketing literature and other collaterals
- Coordinating the development and update of the website content
- Maintaining and updating the intranet site
- Prepare and keep track of the marketing and business development budget
- Liaising and coordinating with external suppliers on marketing projects and events
- Assisting in implementing the company brand guide
- Promoting appropriate use of branding and coordinate photo shoots for marketing collaterals

PROFILE :

- Degree in marketing and communication
- 2-3 years experience as a Communication and Marketing Executive or Coordinator, ideally in the construction/fit out industry
- Excellent writing skills and content marketing skills
- Creative thinker
- Effective communicator
- Excellent IT skills: Microsoft office 365 including Sharepoint, Photoshop, Indesign and Wordpress as well as Mailchimp
- Strong organisational skills
- Ability to adapt and manage change
- Attention to detail

SALARY:

Between £25k and £30k/pa according to skills and experience